

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research
Residential Substance Abuse Treatment for State Prisoners (RSAT) Grant Program
Availability of Grant Funds (AGF)

Applications Due: Thursday, September 10, 2015 by 5:00 pm

Program Overview

The Executive Office of Public Safety and Security's Office of Grants and Research (OGR) is responsible for administering the Federal Residential Substance Abuse Treatment for State Prisoners Formula Grant Program (RSAT Program). The RSAT Program allows state and county correction facilities to re-examine the manner in which they provide substance abuse treatment to both males and females in their custody with the goal of breaking the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process.

Subject to the availability of federal funds, EOPSS intends to make available up to \$320,000 for the implementation of either Residential or Jail-based treatment programs. Proposals for Residential programs will be given priority because of a stated Federal preference. An agency that applies for a Jail-based Treatment program must demonstrate and document it is not able to provide a residential treatment setting. Applicants proposing Residential treatment programs may apply for up to \$35,000. Applicants proposing Jail-based treatment programs may apply for up to \$30,000. A match of at least 25% of the total cost of the program must be provided by your agency. Actual award amounts are subject to the availability of funds.

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Key Dates

Application Posted: Wednesday, August 12, 2015

Proposals Due: Thursday, September 10, 2015

Award Announcements: on or about September 25, 2015

Anticipated Grant Period: October 15, 2015 – October 14, 2016

Applicant Eligibility

This is a competitive process. The eligible state agencies include the Massachusetts Department of Correction and the sheriffs' departments.

Unallowable Activities

Twelve-Step Recovery Programs may not be paid for with these funds.

Federal Executive Order 13279, Executive Order 13559, and the Department of Justice's (DOJ) regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, prohibit recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. *Twelve-Step recovery programs are considered inherently religious activities.*

Thus, RSAT applicants and eventual subrecipients must carefully structure their programs and activities to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs. Subrecipients must also ensure that twelve-step programs take place at a separate time or location and that substance-abuse treatment programs must make clear to both EOPSS and the RSAT participants that twelve-step programming is separate and distinct from DOJ funded programs. For further information, please go to the Frequently Asked Questions (FAQ) which may be found on the OJP's Office for Civil Rights' website at www.ojp.usdoj.gov/about/offices/ocr.htm One can also contact the Office for Civil Rights at (202) 307-0690.

I. Important Highlights

Program Requirements

Residential Treatment Programs

- Programs should last at least 6 and no more than 12 months. If possible, participation should be limited to inmates with 6 to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.
- Programs should provide services in a residential treatment facility that is a dedicated housing unit - a completely separate facility from the general population exclusively for RSAT participants.
- Programs should focus on the substance abuse problems of the inmate.
- Programs must develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Programs must require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.
- Programs must track participants' progress and include an evaluation method to assess the outcome.
- The program design should be based on effective, scientific practices.

Jail-based Treatment Programs

- Jail-based programs must be a minimum of 3 months.
- Jail-based programs must strive to separate the treatment population from the general population.
- Jail-based programs must focus on the substance abuse problems of the inmate.
- Jail-based programs must develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.

- Programs must be based on effective, scientific practices.
- Programs must require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.
- Jail-based programs must include an evaluation method to assess outcome, and track participants' progress.

In accordance with a new requirement of the U.S. Department of Justice, applicants must describe how they will ensure that individuals who participate in the RSAT Program established or implemented with these federal funds will be provided with aftercare services. An applicant must describe the aftercare services that will be provided. Further, applicants must describe how the department will ensure providers furnishing aftercare services are approved by the appropriate State or local agency, are licensed, if necessary, to provide medical treatment or other health services.

Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. State correctional and local substance abuse treatment programs are encouraged to work together to place program participants in residential correctional facilities that meet the RSAT Program's primary requirements.

Grant Period

Applicants may apply for *up to* 12 months of funding. The anticipated program period for this funding cycle is on or about October 15, 2015 – October 14, 2016.

II. Grant Compliance Details

Fund Disbursement. This is a cash reimbursement grant. Details about financial reporting requirements will be provided at the time awards are made.

Subgrantee Requirements. Subrecipients must abide by the grant requirements below as well as all those OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. Grants Management

- All subrecipients must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. This identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dnb.com/us/. Individuals are exempt from this requirement.
- All subrecipients of funds must maintain current registrations in the System for Award Management (SAM) formally the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at www.sam.gov. If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at www.sam.gov. IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact OGR as we cannot facilitate these federal requirements for your agency.

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports (including match) with all required back-up documentation.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative reported annually.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive RSAT funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the program each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- All costs paid with grant funds must be direct and specific to the implementation of the RSAT funded program.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- In-state travel costs associated with the RSAT funds shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- No grant funds may be spent for food or beverages.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. Procurement

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the RSAT award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded; mark the letter **Attachment C**.*
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. Other Requirements

- All subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS prior to contracting.

- Units of local government and non-profits subrecipients that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133 <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. OGR's local government and non-profit subrecipients will be required to submit an A-133 summary to OGR annually upon request.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or units of local government.
- In accordance with civil rights laws and regulations, all subrecipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, subrecipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEO). Additional civil rights compliance and reporting requirements will be addressed with subrecipients upon award of the grant.
- All subrecipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEO Requirement, Section B- Declaration Claiming Exemption from the EEO Submission Requirement and certifying that an EEO is on File for Review or Section C-Declaration Claiming EEO Submission Requirement. Some sub-recipients may be required to submit their EEO or EEO Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEO, or EEO Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.
- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of federal funds for "grassroots" campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.

4. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.
- U.S. Department of Justice
Office of the Inspector General Field Office
1 Battery Park Plaza, 29th Floor
New York, NY 10004
212-824-3650
<http://www.usdoj.gov/oig/>

- Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
MA_OIG@maoig.net
- Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

III. How to Apply

Applicants must complete each of the following sections as part of the Application Response. This section describes: (A) application requirements, (B) the proposal review criteria, and (C) submission process.

(A) Application Requirements

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

1. Application Template (Attachment A)

Application templates must be completed as outlined in this section. Applications will be considered invalid (not considered for funding) unless an authorized official from the applicant agency has signed and dated the cover page.

Applicant Information

- Applicant, program director and fiscal contact information

Program Information

- Program name, type of agency, program type (residential or jail-based treatment)
- Summary of the Proposed Program (250 characters)
 - This section must include a description of no more than four sentences and no more than 50 words describing the proposed program.

Program Narrative

The narrative is comprised of five sections: Statement of the Problem, Program Description, Program Goals and Objectives, Implementation Plan and Timeline, and Performance Measures.

a. *Statement of the Problem/Needs Assessment (2 page limit)*

This section should describe the problem and the need for the proposed program.

- Describe the need, nature and extent of the problem to be addressed and its effect or consequences for the community and the target population.
- Describe the target population using demographic and other data where possible. Include complete references.

- Support your statements with statistical or other factual information or relevant literature. The sources or methods used for assessing the problem should also be described.
- b. ***Program Description (3 page limit)***
This section should address both the scope and intent of the program and how it will address the problem.
- **An agency that applies for a Jail-based Treatment program will need to demonstrate and document that it is not able to provide a Residential Treatment program.** Describe the activities to be conducted by the Residential Treatment program or the Jail-based Treatment program and its desired impact. What types of short and long-term changes are anticipated as a result of the program? Is the anticipated impact of the program significant, yet reasonably achievable within the program period? Since your program provides direct services to clients, include criteria to determine when clients have successfully completed the program.
 - Describe what risk factors will be addressed.
 - Describe the link between research (science-based evidence) and the proposed program and the evaluation results of the model program to be replicated. In a difficult budget climate, it is critical that grant dollars are spent on programs whose effectiveness is proven.
 - Describe collaborations with community and business groups, government officials, parents, faith-based organizations, etc.
 - Describe how the agency will ensure that individuals who participate in the RSAT Program established or implemented with these federal funds will be provided with aftercare services. An applicant must describe the aftercare services that will be provided. Further, applicants must describe how the department will ensure providers furnishing aftercare services are approved by the appropriate State or local agency, are licensed, if necessary, to provide medical treatment or other health services.
 - Economic times are challenging; however, please describe efforts to be made to sustain the program for continuation once federal RSAT funds are exhausted. Include both efforts at obtaining funding as well as non-monetary means for sustaining a program.
- c. ***Program Goals and Objectives, Activities, Timeline and Performance Measures***
Applicants need to clearly state the goals and objectives of what will be achieved with RSAT funding.

Goals: Goals are broad statements that describe the program's intentions and desired outcomes. They suggest the desired end to which the program is directed. The goals of your program should be clearly stated, realistic, and must be attainable and measurable. *In stating your goals, be careful to describe the desired end and not the means to the end.*

Objectives: Objectives describe the program activities that support the goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or program activity must answer the questions: Who or what will change? Where will change occur or the event take place? When (period of time) will the event occur? How will the change happen? Objectives may change due to program progression. The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.

Activities and Timeline: List the programmatic activities to be carried out within the proposed program period. Please include:

- Start and end dates and list of major tasks/activities for implementing your program;
- When and where program components will take place;
- Who will carry out the activities and a description of how long it will take to complete each activity;

- Whom the program will serve; and
- Identification of program personnel involved and their duties. If the position is vacant, a description of the position and information pertaining to how and when the job will be filled must be included in the application.

Performance Measures/Evaluation: List the performance measures that will demonstrate progress toward achieving the goal(s). Performance measures provide program administrators with answers to critical questions regarding the operation of their programs. The purpose of developing performance measures is to determine the extent to which the program's funded activities have achieved the program's goals. Specifically, by collecting data and measuring progress, administrators will be able to identify and document:

- The program's success/failure at meeting its initial goals and objectives;
- Whether the program is serving the intended target population (e.g., number of offenders who completed the substance abuse treatment program);
- Whether the volume of program participants is what was originally intended;
- Whether the program components were implemented as originally planned;
- Problems encountered in implementing the program; and
- Whether the program is achieving its desired impact.

Realistic and adequate performance measures must be developed at the outset of the program. Applicants are expected to explain their plans to collect data and measure their program's progress in this section. The measures should be statements of quantifiable data that demonstrate the extent to which the program is meeting its objectives.

Clearly explain data collection methodology, frequency, and analysis in relation to your program's performance measures, and how this self-assessment strategy will be integrated into your overall program operations.

Budget Narrative and Budget Excel Worksheet

This section should outline the budget necessary to implement the proposed program and achieve its goals and objectives. ***Applicants** may submit a **budget** for *up to 12 months* of funding. Applicants must also complete a Budget Excel Worksheet (Refer to **Attachment B**). Please be sure to complete both the summary roll-up sheet and worksheet and submit with your application response.

Allowable Cost Categories

- Direct **Salary** Costs.
- Direct **Fringe Benefit** Costs
 - based on actual costs or an established formula from the fiscal unit in your organization.
- **Indirect** Costs
 - only if the applicant has a federally-approved indirect cost rate). If the applicant's accounting system permits, costs may be allocated to the Other Direct cost categories in the budget.
- Direct **Contract/Consultant** Costs
- Direct **Local Travel** Costs
- Direct Supplies Costs
- Direct Equipment Costs
- **Other** Direct Costs (identify each item specifically)

Unallowable Costs

- Construction
- Funds *may not* be spent on food or beverages for trainings, conferences or staff meetings

- Twelve-Step Recovery Programs (see details on p. 2).

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Direct Personnel Costs	<ul style="list-style-type: none"> - Full or part-time regular salaried employees working on the grant. - A copy of staff resume(s) and/or job descriptions must be included in the applicant's response.
Direct Fringe Benefit Costs	<ul style="list-style-type: none"> -Eligible costs include the <u>employer share</u> of the following: <ul style="list-style-type: none"> ✓ Life insurance ✓ Health insurance ✓ Social security costs ✓ Pension costs ✓ Unemployment insurance costs ✓ Workers compensation insurance - Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included). -Include copy of approved rate agreement in the application response.
Indirect Costs	<ul style="list-style-type: none"> - Costs can only be shown here if the applicant has a federally approved indirect cost rate. If the applicants accounting system permits, costs may be allocated to the applicable direct cost category in the budget including the category "other" if the costs being identified do not fit into one of the specific direct cost categories. -Include copy of rate agreement in the application response.
Direct Consultants/ Contract Costs	<ul style="list-style-type: none"> - Consultant or contractor fees - The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day hour day or \$81.25 per hour requires prior written approval by EOPSS. This rate is the exception not the rule.
Direct Equipment	<ul style="list-style-type: none"> -Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Direct Travel Costs	<ul style="list-style-type: none"> - Travel directly related to the purpose of the grant - In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.45 per mile, as well as the actual costs of tolls and parking. - No grant funds may be spent for out of state conference fees, out of state travel or out of state lodging without prior written approval from OGR.
Direct Supplies	<ul style="list-style-type: none"> -Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Direct Other Costs	<ul style="list-style-type: none"> - Items (e.g., rent costs, telephone costs, training material costs)

Matching Funds

For each federal dollar awarded, the subrecipient must provide a match toward the cost of the program. Federal grant funds provided may not exceed 75% of the total cost of your program. A match of at least 25% of the total cost of the program must be provided by your agency.

The 25% matching funds may be in the form of cash or in-kind contributions. For example, a total program cost of \$40,000 with a 25% matching requirement would be funded with \$30,000 in Federal dollars and \$10,000 in local match. The amount of the required match can be computed by calculating one-third of the grant funds portion of program costs. For example:

$$\begin{aligned}\text{Match Amount} &= \text{Federal Grant Amount} \times 1/3 \\ \text{Total Program Cost} &= \text{Federal Grant Amount} + \text{Match Amount}\end{aligned}$$

The grant amount plus the match equals the total program cost. Your agency is responsible for ensuring that a commitment for matching funds is available prior to submitting an application. The applicant must certify as part of its application that the required match will be made available for expenditures during the program period as part of this grant program. This certification is made by including the total match amount on the application form and signing the certified assurances document.

All grantees must maintain records that clearly indicate the source, the amount, and the timely expenditure of all match contributions. All grant award recipients must provide the required match. There is no waiver provision for the match.

Match Timing

Matching contributions need not be applied at the exact time or in proportion to the obligation of Federal funds. The full matching share however, must be obligated by the end of the contract period. Please note, EOPSS reserves the right to delay the Federal payment portions pending the receipt of documentation of the matching share.

Section IV: Attachments for AGF Response

Applicants must complete specific attachments when responding to this AGF. Attachment A and B can be downloaded from the following website: <http://www.mass.gov/eopss/funding-and-training/justice-and-prev/grants/>

The required attachments are:

1. Attachment A: Application Template
2. Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
3. Attachment C: Letter of Collaboration (applicable if subgranting all or part of the requested federal funds to an implementing agency or independent contractor) Mark as Attachment C.

(B) Proposal Review Process

Grant applications will be subject to a review process and all proposals will be assessed based on the following factors:

- ☐ A precise program narrative including statement of the problem and need with supporting data;
- ☐ A detailed program description that also demonstrates a research link between the proposed program and the evaluation results of the model program to be replicated;
- ☐ Clarity of goals and objectives;
- ☐ Clearly articulated implementation plan and method for measuring progress;

- ❑ A reasonable budget with full detail and narrative;
- ❑ EOPSS will consider previous history with grant compliance when assessing applications.

Funding recommendations will be made by OGR to the Secretary of Public Safety and Security, Daniel Bennett. Secretary Bennett will make final decisions for awarding RSAT funds. It is anticipated that grant awards will be announced on or about September 25, 2015.

(C) Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application Template and other documents: 1) Hard Copy and 2) Electronic

1: Hard Copy Submission

Applicants must submit one (1) signed original and three (3) copies of the documents listed below. The signed and completed Application Template and required documents must be received by the Office of Grants and Research **no later than 5:00pm on Thursday, September 10, 2015**. Faxed or e-mailed proposals will **not** be accepted. Please use binder or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted.

Required Hard Copy Documents:

1. Attachment A: Application Template
2. Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
3. Attachment C: Letter of Collaboration (applicable if subgranting all or part of the requested federal funds to an implementing agency or independent contractor) Please mark as Attachment C.

Proposals must be mailed or hand-delivered* to:

The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116-3933
Attention: Donna Cuomo

* If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm or accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.

2: Electronic (e-mail) Submission

Applicants must submit one complete Application Template document electronically (Electronic Signatures are not necessary) as a PDF – not a scan. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open; complete; and save the PDF's is available at <http://get.adobe.com>.

Applicants must also submit the completed Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets). The Excel version of the Summary and Detail sheets (**not** a PDF – and **not** a scan) must be emailed.

Required Electronic Documents:

- ☐ Attachment A: Application Template
- ☐ Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets)

Please email Attachment A as a PDF-not a scan document and Attachment B as an Excel document to donna.cuomo@state.ma.us **no later than 5:00pm on Thursday, September 10, 2015**. Please include the applicant name in the email subject line.

IV. Notification of Awards

All funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about September 25, 2015.

V. Proposal Check Lists

Hard Copy Application Elements and Required Attachments:

- ☐ Please use Binder or Paper Clips, *no staples allowed*;
- ☐ Application Template (**Attachment A**) signed and dated in **Blue Ink** and includes all required information.
- ☐ Budget Excel Worksheet (see **Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet).
- ☐ Attachment C: Letter of Collaboration (applicable if subgranting all or part of the requested federal funds to an implementing agency or independent contractor) Please mark as Attachment C.
- ☐ One original and three copies of all the application documents.

Electronic Application Elements and Required Attachments:

- ☐ Attachment A: Application Template
- ☐ Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets)

Please email Attachment A as a PDF-not a scan document and Attachment B as an Excel document to donna.cuomo@state.ma.us **no later than 5:00pm** on Thursday, September 10, 2015. Please include the applicant name in the email subject line.

For Information: Contact Donna Cuomo at
Donna.Cuomo@state.ma.us or on the telephone at 617-725-3355